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NEOPA Minutes

NEOPA-Nebraska Educational Office Professionals  
Association

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10-2006

## NEOPA General Meeting Agenda - October 2006

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Nebraska Educational Office Professionals Association  
General Meeting Agenda  
Friday, October 13, 2006

- I. Pledge of Allegiance/Call to Order – Carol Bom, CEOE
- II. Roll Call/Establish Quorum – Linda Teach, CEOE
- III. Approval of Minutes
- IV. Treasurer's Report – Jorena Larsen
- V. NEOPA Board reports – written reports are in your conference materials
  - ✿ Audit – Lois Brown
  - ✿ Awards – Mary Guest, CEOE
  - ✿ Bylaws – Becky Hastings
    - Standing Rule #10
  - ✿ Field Service/Immediate Past President – Deb Ryan, CEOE
  - ✿ Finance – Amy Chandler
  - ✿ Information Technology – Karen Jackson
  - ✿ NAEOP Liaison – Julie Kleager, CEOE
  - ✿ the NEON – Judy Anderson, editor
  - ✿ Meetings Coordinator Committee/Vice President – Peg Aldridge, CEOE
  - ✿ Membership/President-elect – Chris Cary, CEOE
  - ✿ Nominations – Jean Harrison, CEOE
  - ✿ Professional Standards – Debbie Hendricks, CEOE
  - ✿ Publicity Committee – Carol Reed, Phyllis Rabe, CEOE
  - ✿ Scholarship Committee – Nancy Harter, CEOE
  - ✿ Ways & Means – Jean Danley, Beth Krohn
- VI. Unfinished Business
- VII. New Business
  - a. Presentation of NEOPA Awards
  - b. Possible field trip to National Headquarters in Wichita, KS
- VI. Communications/Announcements
  - ✿ Central Area Conference – Lola Young, CEOE
  - ✿ 2007 Spring Conference – Lincoln, Nebraska
  - ✿ 2008 National Conference – Deb Ryan, CEOE
  - ✿ 50/50 drawing
- VII. Adjournment

Supporting Teachers, Administrators, Researchers and Students – We are STARS!



**Nebraska Educational Office Professionals Association  
General Meeting Minutes  
Friday, October 13, 2006  
Student Center  
Wayne State College, Wayne**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Meeting was called to order by President Carol Bom at 12:15 PM.

**ROLL CALL**

- 18 Lincoln Public Schools Association of Office Professionals
- 3 Omaha Educational Office Professionals Association
- 14 University of Nebraska Office Professionals Association
- 17 Wayne Educational Office Professionals Association
- 7 Nonaffiliated Professionals

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These numbers (included in their association count) are broken down:

- 7 NEOPA Past Presidents
- 3 Retirees

A quorum was established.

**APPROVAL OF MINUTES** – Linda Teach, CEOE, WEOPA

*A motion was made by Amy Chandler and seconded by Kathy Bennetch to approve the minutes of the March 31, 2006 General Meeting ~~minutes~~. Motion carried.*

**TREASURER'S REPORT** – Jorena Larson, LPSAOP

President Carol reported that the Treasurer's report was in the handout packet. As of August 31, 2006 the checking account has a balance of \$2,163.65. Receipts since the last report were \$1,438.31 and disbursements were \$721.31. The Certificate of Deposit balance as of July 1, 2006 is \$5,182.57. The operating savings balance is \$2,758.02 and the scholarship savings is \$2,176.82. This report will be placed on file for audit.

**REPORTS FROM DIRECTORS** (alpha order)

President Carol noted that written reports were in the workshop packet. Members were asked to review them but several directors will bring items to the floor. Members are encouraged to visit with directors if they are interested in serving on a committee.

**Audit** – Lois Brown, CEOE, UNOPA

Refer to Appendix A for complete report.

**Awards** – Mary Guest, CEOE, UNOPA

Refer to Appendix A for complete report.

**Bvlaws** – Becky Hastings, UNOPA



Becky noted that Roberts Rules of Order is followed and Bylaws and Standing Rules are reviewed and updated according to the needs of the Association. Proposed changes to Bylaws and Standing Rules are reviewed by the Board of Directors before being submitted to the General Membership and the Board has agreed to forward this proposed change

*Becky moved Standing Rule #10 be changed. Currently, the third award referenced reads: Administrator of the Year Award. Proposed Change: change to read "NEOPA Educational Administrator of the Year Award". Motion seconded by Phyllis Rabe. Rationale: This change will provide consistency with other NEOPA Awards and corresponding NAEOP Awards. After a brief discussion and call for the question, the motion passed.*

Refer to Appendix A for complete report.

**Field Service** – Deb Ryan, CEOE, LPSAOP

Deb indicated that Field Service needs assistance from the general membership to do road trips in an effort to get former associations started up again. Most of the work of this committee, however, is done via e-mail. Members do get PSP points for committee work and were asked to contact Deb if interested in assisting.

Refer to Appendix A for complete report.

**Finance** – Amy Chandler, LPSAOP

Refer to Appendix A for complete report.

**Information/Technology** – Karen Jackson, UNOPA

Refer to Appendix A for complete report.

**Meetings Coordinating** – Peg Aldridge, CEOE, LPSAOP

Refer to Appendix A for complete report.

**Membership** – Christine Cary, CEOE, UNOPA

Chris reported a total of 183 members: 139 active members, 2 lifetime members, and 14 honorary members. NEOPA welcomes 28 new members. Non-member workshop attendees were encouraged to join today.

Refer to Appendix A for complete report.

**NAEOP Liaison** – Julie Kleager, CEOE, LPSAOP

Members were advised of the NES Connectors magazine available from NAEOP. The 2007 "Sleeping in Seattle" National Conference will be July 16-20, 2007 and detailed information is forthcoming. Members were also shown the 2007 Nebraska pin and were encouraged to contact Julie for orders.

Refer to Appendix A for complete report.

**Newsletter (NEON)** – Judy Anderson, UNOPA

Judy noted the new picture on the cover of the current NEON and thanked Phyllis Rabe for her permission to utilize the photo. Judy also asked for more photos to be submitted, especially fun pictures and articles. The deadline for the next issue is November 15<sup>th</sup>. She also noted that the printing of the next edition will be at no cost due to a mischarge for the current issue.

Refer to Appendix A for complete report.

**Nominating** – Jean Harrison, CEOE, LPSAOP

Jean asked for anyone interested in placing a name on the ballot to contact her as soon as possible. Jean

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**Bvlaws** – Becky Hastings, UNOPA

was congratulated with a birthday song.

Refer to Appendix A for complete report.

**PSP** – Debbie Hendricks, CEOE, UNOPA

Refer to Appendix A for complete report.

**Publicity** – Carol Reed, LPSAOP/Phyllis Rabe, CEOE, LPSAOP

Postcards were sent to the Nebraska School Superintendents to inform them of the Fall Workshop and to encourage their staff to join NEOPA. The committee is also revising the NEOPA brochure where needed.

Press releases on the NAEOP conference in Dallas, Texas, were sent out. Committee members reported that it had been published in the Lincoln Journal Star.

Refer to Appendix A for complete report.

**Scholarship** – Nancy Harter, CEOE, LPSAOP

Refer to Appendix A for complete report.

**Ways and Means** – Beth Krohn, UNOPA/Jean Danley

Beth noted that there would be a silent auction at the spring conference. She also asked members to consider joining this committee and/or donate items for the auction.

Refer to Appendix A for complete report.

**Ad Hoc/NEOPA Blood Drive** – Nancy Harter, CEOE, LPSAOP

Refer to Appendix A for complete report.

President Carol introduced Lisa Morehouse as the Presidential Advisor for 2006-2007.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

Presentation of NEOPA Awards – Mary Guest, CEOE, UNOPA

Mary reviewed the requirements for each NEOPA award to be presented at the meeting: Nebraska Educational Office Professionals Association Office Professional of the Year and Nebraska Educational Office Professionals Association Administrator of the Year. She announced the recipient of the 2006 Nebraska Educational Office Professionals Association Office Professional of the Year award to be Lisa Morehouse. Dr. Biggs, Lisa's boss, congratulated Lisa and noted the difference she has made in their office and in the district. Lisa received \$100 and her NEOPA membership for one year. Lisa also thanked several people for helping her along her career path.

The Nebraska Educational Office Professionals Association Administrator of the Year was awarded to Giacomo "Jack" Oliva of the University of Nebraska Lincoln, nominated by Linda Luedtke. As Jack was out of town and could not accept the award personally, his wife accepted the award for him. She called him on his cell phone and provided the membership with an entertaining acceptance response. He also receives \$100 and a year's membership to NEOPA.





President Carol discussed a possible field trip to National Headquarters, Wichita, KS, where our donated brick will be in the garden. The trip did not prove feasible this fall so a spring one will be pursued. Juliae Kleager has agreed to coordinate this trip.

### **Communications/Announcements**

- ◆ 2007 Central Area Conference  
Lola Young is the Central Area Director and noted that the Conference would be February 23-24 in Olathe, KS, a suburb of Kansas City.
- ◆ 2007 Spring Conference  
President Carol referred the workshop attendees to the flyer in the packet for the "Back to Basics—The 3 R's" Spring Conference. NEOPA has partnered with Southeast Community College and Chase Suites to present this conference. The theme was chosen as a result of the responses from the recent web survey. Linda Sockwell, CEOE, NAEOP President-elect, will also be attending as a keynote speaker.
- ◆ 2008 National Conference  
The 2008 National Conference will be in Denver, CO. Several state organizations will be assisting with the conference and Deb Ryan will be our contact with the planning group.
- ◆ 50/50 Drawing  
There was \$144 in the 50/50 drawing. Lola Young held the winning ticket and received \$72. The remaining \$72 is placed in the scholarship fund.
- ◆ Other  
UNOPA will be holding a Fall Tea and those interested were directed to the brochure for details.

LPSAOP is selling barn candles and they are available to workshop attendees.

President Carol informed the group that October 8-14, 2006 is "National Educational Office Professionals Career Awareness Week" (refer to packet flyer for more details).

President Carol announced a drawing for Office Dynamics Limited "Casual Power" and "Become an Inner Circle Assistant" publications. Winners were Deb Ryan and Deb Daehnke.

- ◆ Memorial Garden  
*A motion was made by Deb Ryan, seconded by Joyce Graybill, to purchase a brick for the Jackie Evans Memorial Garden at NAEOP headquarters to read:*  
*To honor our*  
*Charter Members*  
*Nebraska EOPA*  
*Est. May 1964*  
*The motion carried.*

### **Adjournment**

Meeting adjourned at 1:15

Linda Teach  
2006-2007 Secretary

Carol Bom  
2006-2007 President

was congratulated with a birthday song.

Refer to Appendix A for complete report.

**PSP** – Debbie Hendricks, CEOE, UNOPA  
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